BY ORDER OF THE COMMANDER
AIR MOBILITY COMMAND

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Supplement AMC1

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Operations

OPERATIONAL REPORTING

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    (MSgt Michael R. McMullen)
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AFMAN 10-206, 1 April 1994, is supplemented as follows: (This supplement applies to United States Air Force Reserve (USAFR) units; it does not apply to Air National Guard units.)

1.2.3.1. (Added) Review and Recommendations. Subordinate agencies will review and recommend changes to this supplement or AFMAN 10-206 to HQ AMC/DOOC. Units will send the recommendations not later than 15 August each year.

1.2.3.1.1. AMC headquarters staff agencies will complete an annual review of AFMAN 10-206 and this supplement by 31 August each year.

1.2.3.2. Reports for the AMC operational reporting system are drawn from many functional areas. AMC headquarters staff agencies and units, working through their appropriate functional managers, should identify any report which is no longer valid or can be simplified. New requirements must be carefully reviewed to determine if the additional data is operationally essential, or whether it can be extracted from other existing sources. Additionally, new reports must be formatted in accordance with United States message text format (USMTF) standards.

1.3.2.1. (Added) AMC Host Responsibilities. Tenant units on AMC bases will have local agreements established in accordance with AFI 25-201, *Support Agreements Procedures* (formerly AFR 11-4). These local agreements will allow staged, attached, or other supported units to submit operational reports through AMC command and control facilities.

1.3.2.2. AMC Tenant Responsibilities. AMC tenant organizations on a joint tenancy base will ensure AMC-unique operational reporting requirements are specifically identified to the host through AFI 25-201 or other local agreements. This agreement will allow submission of reports, to include AMC-unique reports, through host command and control channels.

1.3.5. (Added) Unit Commanders. Each commander is responsible for ensuring units under their operational control submit timely and accurate reports. They must establish written reporting procedures and channels of communication within their units, to include crews on missions transiting other locations, to ensure full support of the Air Force Operational Reporting (AFOREP) System and this supplement.

Operational reporting is the primary vehicle used by commanders at all levels for decision making. Therefore, reporting integrity is an absolute necessity.

1.3.5.1. HQ AMC/DOOC, Fixed C2 Unit Operations Branch. This office is established under the Directorate of Operations, Operations Management Division, and will:

1.3.5.1.1. Establish AMC reporting policies and ensure reporting guidelines are provided to units.

1.3.5.1.2. Evaluate current and future operational reports requirements.

1.3.5.1.3. Be the single office responsible for developing and maintaining operational reports regulations and supplements.

1.3.5.1.4. Provide guidance on reporting policies and procedures to the Tanker Airlift Control Center (TACC) and AMC units.

1.3.5.1.5. Act as a liaison between subordinate units and other MAJCOMs to ensure accurate and timely reporting by AMC units.

1.3.5.2. TACC Emergency Actions Cell (TACC/XOCAE). This office is the designated focal point for OPREP-3 reporting and will:

1.3.5.2.1. Dedicate special emphasis on quality controlling reports submitted by the subordinate units.

1.3.5.2.2. Ensure accurate and prompt up-channel reporting of all required reports to CSAF and JCS.

1.3.5.2.3. Provide guidance on reporting to units.

1.3.5.2.4. Provide information to AMC units for resolving problem areas in unit OPREP-3 reporting.

1.3.5.2.5. Provide information to HQ AMC/DOOC to resolve problem areas in unit OPREP-3 reporting.

1.3.5.2.6. Certify controllers in operational reporting requirements outlined in Joint Publication 1-03.6, AFMAN 10-206 and this supplement.

1.3.5.3. Air Mobility Element (AME), Airlift Mobility Control Centers (AMCC), and unit command posts. The director of command and control elements is responsible for ensuring all required reports are accomplished and dispatched in a timely manner. The directors will also:

1.3.5.3.1. Develop and maintain an operational reports guide tailored for use by personnel (home based and deployed).

1.3.5.3.2. Provide information to HQ AMC/DOOC for resolving problem areas in operational reporting.

1.3.5.3.3. Develop and maintain unique or theater-unique operational reports checklists.

1.3.5.3.4. Ensure controllers are certified in operational reporting requirements in Joint Publication 1-03.6, AFMAN 10-206, and this supplement and compile, quality control, and release operational reports in a timely manner.

1.3.5.3.5. Assist staff personnel in operational reporting.

1.3.5.4. Any Air Force Operational Reporting (AFOREP) System reportable event from a tanker unit with a Single Integrated Operational Plan (SIOP) commitment will address "USSTRATCOM OFFUTT AFB NE//J33//" on any message showing an impact on the unit's ability to meet its SIOP commitment.

2.5. Voice reports will be submitted to the TACC EA cell and will use the voice templates contained in AFP 102-2, Volume 1, Annex 3, *Joint User Handbook for Message Text Formats (JUH-MTF)*, AFMAN

10-206, and attachment 1 of this supplement. OPREP-3 PINNACLE, OPREP-3 BEELINE, OPREP-3 HOMELINE, and SITREP reports will be transmitted utilizing the voice templates and will not be transmitted in a plain narrative format. All record reports will mirror voice reports with the exception of additional details contained in the record copy reports.

2.7. (Added) Unit Operational Reports Guide Requirements:

2.7.1. Joint User Handbook. Units will develop and maintain a tailored version of AFP 102-2, volume I. As a minimum, the tailored version will contain AFP 102-2, Volume I, chapters 1 and 2, applicable OPREP-3 reports, applicable entry lists, and the following:

- Acknowledge message (AKNLDG).
- Communications Spot Report (COMSPOT)
- Request for information (RI).
- Response to request for information (RRI).
- Message change report (MSGCHANGEREP).
- Commanders situation report (SITREP).
- Systems-reply or remarks message (SYS.RRM).

2.7.2. Operational Reports Guide. Units will develop and maintain an operational reports guide which will contain, as a minimum, the following:

- Checklist and voice templates for the applicable actual or exercise OPREP-3 and SITREP reports.
- Report preparation and processing instructions.
- Report numbering logs for each OPREP-3 category.
- Other aids as required.

Table 3.1. Rule 14E.   Add note 14 under Minimum Additional Action. Under Table 3-1 notes, add:

14. THREATCONs directed by CSAF ROCKET message do not require the submission of an OPREP-3 BEELINE report. Only those THREATCON changes unilaterally instituted at or below the MAJCOM level must be reported (by the declaring commander) via OPREP-3 to the AFOSC.

Table 3.3. Under column for Action Addressee (all reports) add the following: TACC COMMAND CENTER SCOTT AFB IL//XOC/XOCAE/XOCZR//. Under column for Info Addressee (all reports except HOMELINE), add the following: USTRANSCOM SCOTT AFB IL//J3/J4-ODC//.

3.3.1.1. (Added) All incidents arising from dangerous military activities (DMA) involving United States (US.) or Commonwealth of Independent States (CIS) forces will be reported by means of an initial OPREP-3 PINNACLE and a follow-up incident report. A Meaconing Intrusion Jamming and Interference report is required concurrent with the OPREP-3 PINNACLE when outside interference into US command and control occurs. Perceived violations of the spirit or intent of the DMA agreement may also be reported using these procedures.

3.3.11.1. (Added) AMC HOMELINE Events and Incidents List. See attachment 2.

3.6.1. Ensure the TACC is included in the initial voice notification for HOMELINE reportable events and is an action addressee on all initial and follow-on OPREP-3 HOMELINE record copy reports. Aircrews and unit personnel operating away from the home station will make every effort to contact the home unit

with OPREP-3 reportable information. If unable to contact the home unit, reportable information may be relayed through the TACC.

3.6.1.1. (Added) When directed by the TACC, units will retransmit the report to additional addressees. Additionally, the TACC may direct the report to be upgraded to a BEELINE or PINNACLE, if the situation warrants.

3.6.1.2. If an incident occurs away from an Air Force installation, notify the home unit or the TACC (in that order) as soon as possible. The home unit determines reporting requirements and submits applicable reports as required. If the TACC is requested to provide a phone patch to the home unit and is unable to, they will record the information in the daily events log and relay to the home unit as soon as possible. The home unit, once notified, will determine if a report will be sent and initiate reporting as required.

3.6.1.3. The HOMELINE is an up-channel report. Therefore, the TACC will not originate HOMELINE reports. If reports phoned into the TACC are determined to be BEELINE or PINNACLE incidents, they will be upchanneled by the TACC. The TACC will in this case info the home unit on the record copy report.

3.6.5. The following prescribes record copy addressees for OPREP-3 HOMELINE reports:

- TACC COMMAND CENTER SCOTT AFB IL//XOC/XOCZR//
- USTRANSCOM AMC TACC EA CELL SCOTT AFB IL//
- TACCALT *(when directed)*

INFO   HQ AFRES ROBINS AFB GA//DOOC// *(when applicable)*

- ANGRC GDSS ANDREWS AFB MD//GDSS// *(when applicable)*
- USTRANSCOM SCOTT AFB IL//J3/J4-ODC// *(for BEELINE and PINNACLE reports)*
- USSTRATCOM OFFUTT AFB NE//J33// *(when event affects a SIOP-committed tanker unit's ability to*
- *meet its SIOP commitment)*
- (Other MAJCOMs) *(when applicable)*
- 21AF MCGUIRE AFB NJ//DOM// *(for units under 21AF area of operations)*
- 15AF TRAVIS AFB CA//DOM// *(for units under 15AF area of operations)*
- DIRMOBFOR //CC// *(as required)*
- (Parent Unit) *(when required) (include ANG and USAFR when home station resources are involved)*
- (Other Interested Agencies) *(as required)*

NOTE:

A message map can be found at attachment 3.

4.1. Add the following:

- Send information concerning special missions, operations, or situations when other established reports do not meet commander's needs or specific reporting criteria via SITREP to AMC headquarters.

- During command post (CPX) and battle staff (BSX) exercises, participants will submit SITREPs as a part of the exercise using the same criteria specified for real-world situations. Appropriate modifying instructions may be issued as part of the exercise plan.

4.4.3. The following are AMC supplemental addresses:

- TACC COMMAND CENTER SCOTT AFB IL//XOC/XOCAE/XOCZR//
- HQ AMC SCOTT AFB IL//CC//
- TACCALT *(when directed)*

INFO   21AF MCGUIRE AFB NJ//CC// *(for units under 21AF area of operations)*

- 15AF TRAVIS AFB CA//CC// *(for units under 15AF area of operations)*
- USSTRATCOM OFFUTT AFB NE//J33// *(when situation affects a tanker unit's ability*
- *to meet its SIOP commitment)*
- Parent Unit *(if geographically separated)*
- Other interested agencies as required *(include ANG and USAFR when home station resources are involved)*

Attachment 1

OPREP-3 HOMELINE VOICE TEMPLATE

This is *(rank and name)* from *(location)* with an OPREP-3.

HOMELINE REPORT

NOTE: *When report is an exercise report, include the word* "EXERCISE."

SUBJECT:

IMMEDIATE PRECEDENCE

Classification of this report is: TOP SECRET SECRET CONFIDENTIAL UNCLASSIFIED (Circle one)

Line 1. (REPORT NUMBER) *(Report number assigned to this report.)*

Line 2. (INCIDENT) *(Type of incident, DTG of incident, time of report, and location of incident.)*

Line 3. (NARRATIVE) *(State if report is FINAL or if there will be follow on reporting.)*

Attachment 2

OPREP-3 HOMELINE REPORTABLE EVENTS AND INCIDENTS LIST

A2.1. Any significant event or incident, or emergency involving AMC-controlled, maintained, or gained assets, i.e., facilities, aircraft, and personnel. (See notes 1 and 2.)

A2.2. Bird or lightning strikes only if significant damage or injuries result. (See note 1.)

A2.3. Incidents or accidents involving aircrew members or passengers aboard AMC-controlled aircraft, or accidents resulting in injury to aircrew members or passengers prior to and during embarking and after disembarking. (See note 1.)

A2.4. Any operational limitations received from aircrews that have significant impact on operations, at other stations (i.e., crew reporting security or safety problem at downline station which may affect future missions into that location).

A2.5. Cargo or Fuel Jettisoning. (See note 1.)

A2.6. Off Drop Zone (DZ) Airdrops. All off DZ airdrops are BEELINE (not HOMELINE) reportable.

A2.7. Bomb threats when AMC operational activity or base is affected and the incident does not qualify as BEELINE.

A2.8. Any accident or incident resulting in the death of an AMC member or an individual of any unit where AMC is host. Deaths occurring during operations or training activities are reported as a BEELINE. All other deaths (suicides, vehicle accidents, etc.) are HOMELINE reportable.

A2.9. Loss of military firearms by an AMC member or by a member of any unit where AMC is host.

A2.10. Drug abuse and other serious violations of military or criminal law that do not qualify as a BEE-LINE.

A2.11. Dropped objects that do not qualify as a BEELINE. (See note 1.)

A2.12. Any event or incident that in the judgment of the commander may be of interest to the AMC staff.

NOTES:
1. Include aircraft type, tail number, owning unit, type mission, and mission number (if applicable) on all reports involving aircraft

2. This includes, but is not limited to, aircraft diverting into a foreign country for an emergency (other than home station)

Attachment 3

OPREP-3 HOMELINE RECORD COPY MESSAGE MAP

CLASSIFICATION JOPREP JIFFY

EXER/ (exercise name) //

OPER/ (operation name) //

MSGID/OPREP-3H/ (originator) /001//

AMPN/SUBJ: (subject of incident) //

REF/A/OPREP-3H/ (originator) / (date-time-group) //

AMPN/ (amplify telephonic voice message or previous record copy

OPREP-3H (on the same incident) //

FLAGWORD/HOMELINE/-//

TIMELOC/ (event day-time) / (location) / (INIT, FOLUP, or FINAL) //

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/ (Include nature of the event, equipment and personnel involved, extent of the damage and injuries, cause, contributing factors, and mission impact. Basically, answer the questions WHO, WHAT, WHEN, WHY, WHERE.) RMKS/ (if applicable) //

DECL/ (downgrading instructions when applicable) //

NOTE:

H = HOMELINE.

                              ROY H. BASS,   Colonel, USAF
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